



Example of Payroll Operations Analyst Job Description

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Our growing company is looking to fill the role of payroll operations analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for payroll operations analyst

- Perform rigorous analyses on large and complex data sets from multiple ERP systems
- Supports payroll processing teams in all aspects, including system conversions/transfers
- Process improvement for large and diverse multi-state payroll operation
- Monitors payroll calendar for processing and to organize tasks into the payroll system while consistently meeting deadlines each payroll cycle
- Analyzes, resolves and explains technical payroll-related questions requiring knowledge of the payroll systems
- Prepares complex data for multiple sources as needed for issue resolution and/or reporting needs
- Controls payroll data and answers inquiries via telephone contact with employees and management personnel
- Processes improvement for large and diverse multi-state payroll operation
- Conducts on-going transactional and procedural activities in accordance with defined payroll operational procedures in an accurate and timely fashion
- Accurate payroll processing and ensuring that CS representatives utilize appropriate processing procedures and follow compliance regulations

Qualifications for payroll operations analyst

- Experience with self-service ETL/visualization tools (Tableau preferred)
- Payroll processing (including direct workmen payroll)

- Statutory compliance process
- Key payroll concepts a must (gross to net, tax calculations)